



## Foreign Affairs Manual

### 14 FAM – Logistics Management

**Change Transmittal:** LOG-106

**Date:** September 15, 2011

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## 14 FAM 540 PROCURING TRAVEL AND TRANSPORTATION

### Changes

#### 1. 14 FAM 540, Procuring Travel and Transportation:

- **14 FAM 545.2, Nonemergency Use in Excess of \$100:** a. If the traveler uses personal funds in excess of \$100 outside of post or the Department's Travel Management Center (TMC) to purchase tickets, he or she should submit a request for reimbursement as soon as possible after completion of the travel and explain the reasons for not using the TMC, as well as the amount of the reimbursement request. The traveler and/or authorizing officer should forward requests for reimbursement for personal funds (including cash equivalents such as personal credit cards or checks) to procure transportation services to the Chief of the Transportation and Travel Management Division (A/LM/OPS/TTM) in the Department of State. Copies of travel authorizations, ticket coupons, payment receipt(s) for the amount claimed, and any ticket refund applications, and Form SF-1170, Redemption of Unused Tickets, associated with the travel must be forwarded with the request for reimbursement. b. Reimbursement to the traveler who used personal funds may not exceed the cost that would have been properly chargeable to the U.S. Government had the traveler used a U.S. Government-provided payment resource. f. **For Commerce:** Requests for reimbursement should be forwarded with travel voucher and receipts to the Office of Foreign Service Human Capital. g. **For BBG:** Requests for reimbursement should be forwarded to the Travel Operations Manager, CFOA, with the travel voucher, a copy of the travel authorization, and receipts.

2. **Change Transmittal** has replaced the term Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission.
3. Revisions are shown in *italic dark magenta*. *Italic dark magenta* provides a historical record of changes and is used in subchapter issuances where less than 50 percent of the text has been revised.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

## Filing Instructions for Paper Copies

1. Remove and discard old subchapter 14 FAM 540 (CT:LOG-96, 06-14-2011; 14 pages) and replace it with revised subchapter 14 FAM 540 (14 pages).
2. After inserting the material in the binder, insert this Change Transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:LOG-106 and initial.

## Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal letter.

**(A/LM)**